

Position: President

- Prepare agendas and preside at all evening meetings, executive meetings and the Annual General Meeting *following established rules of order*.
 - Manage the workings of the Guild, ensuring decisions are implemented.
 - *Is an* Ex-officio member of all committees.
 - *Has* signing authority for the Guild.
 - Attend the fall Prairie Pacific Regional Meeting and President's meeting at Seminar.
 - *Is contact*/liaison with EAC Board members.
 - Keep an open line of communication with all Guild members.
 - Respond to correspondence as required.
 - *Ensure* notice of Annual General Meeting *is distributed* at least one month in advance.
 - Write President's column for the *Guild newsletter*.
 - Send annual report as required under the Society's Act.
 - Send results of elections of executive to EAC as required.
 - Prepare annual report for the Annual General Meeting.
 - *Review contents of EGV website routinely for accuracy.*
 - *Proof all newsletters prior to distribution.*
 - *Ensure a "thank you" cheque is given to the church custodian at Christmas.*
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- Administer the Education Bursary by handing out application forms and arranging the Bursary Committee meeting to review the applications.

PRESIDENT - TIME LINE

January/February: Insurance to be paid upon receipt of invoice from EAC treasurer.

February: Ask Guild if there are objections to remaining a member of the Victoria Arts Council. Complete paper work for membership if required.

April: Ensures proposed Budget printed in *Flying Needle*
Notify *SIGs* to prepare annual reports for the June *Flying Needle*.

May: Attend *EAC* Seminar or have a member who will be there attend the Board meeting *and Chapter Presidents' meeting at EAC* on behalf of the Guild. The attendee will be reimbursed for the extra expenses. Verify that annual reports are ready for the *June Flying Needle*. Ensure candidates have completed and signed their nomination forms (with nomination committee)
Ensure motion made for payment for travel costs to Prairie Pacific Regional Meeting.

Ensure that motions are made to accept Year End financial Statement, Budget and appointment of a financial reviewer.

- June:** Preside over Annual General Meeting.
Send list of executive to the EAC Membership Director.
Send President's name and address to Editor Embroidery Canada (if changed).
Send a copy of the annual financial report to the EAC Treasurer.
Prepare and send annual report for the Society's Act within 30 days of AGM, to include signed financial statements and list of Executive.
Convene changeover meeting with new and old executive in late June/early July ensuring new executive members have copy of job description - focus is sharing experiences, expertise and facilitating smooth transition
- July/August:** Review president's binder and other files.
Transfer signing authority (if needed) with new *Vice-President*, Treasurer, Secretary and outgoing Treasurer
Prepare and send chapter report for Prairie/Pacific Regional Meeting.
Book flight for above meeting.
Ensure Saanich Fair rep has ribbons delivered as well as prize money
Arrange August executive meeting - *purpose: planning upcoming year.*
Verify financial audit is complete.
Ask EAC for Motion Book updates
- September:** Attend Prairie Pacific Meeting.
Write report of Prairie Pac meeting for *newsletter*.
Announce Saanich Fair winners.
- October:** Announce fall fair winners if not done in September.
- November:** Ensure all information is in December Sampler as none in January.
Education Bursary recipient announced.
Ensure thank you gift to church custodian is processed and given.

ONGOING JOBS

Monthly President's column in Sampler.
Report information from EAC as it arrives.

Prepare agendas for executive and evening meetings.